Leeds Institute for Teaching Excellence & Innovation

Teaching Enhancement Project Leaders

Internal only: these secondment opportunities are open to University of Leeds employees only

The newly established Leeds Institute for Teaching Excellence & Innovation signals the University’s commitment to excellence and innovation in education through its investment in a community of Excellence & Innovation Fellows and Teaching Enhancement Project leaders. This will give academic and professional staff the opportunity to develop projects and establish a culture of high quality teaching innovation, scholarship and leadership.

The Institute will recruit up to 10 Teaching Enhancement Project leaders, to begin work on their projects in January 2017, working for LITEI on a 0.2 FTE secondment for a year.

Teaching Enhancement Project Leaders will be appointed to fulfil a project of teaching enhancement during their year’s secondment, managing the project (with the support outlined below) in alignment with a chosen ‘strategic’ or ‘open’ theme. The project leads will set an aspirational standard of educational improvement that will energise the Institute’s progress and develop teaching practice within and beyond the Leeds Curriculum.

As well as fulfilling the enhancement project as outlined in their application, TEP holders will be expected to contribute fully to the dynamism of the Institute’s scholarly community, contribute content towards the digital and external-facing profiles of the Institute and act as ambassadors at internal and external events. TEP leaders will be expected to disseminate their project findings internally and externally to develop the practice, pedagogy and reputation of student education at the University of Leeds.

It is anticipated that successful TEP leaders will develop and deliver projects which will enable them to develop their leadership role in student education in their school, unit or service.

University Grade: secondment at current grade 0.2 Full Time Equivalent for 12 months.

Informal enquiries may be made to Dr Raphael Hallett, tel +44 (0)113 343 3588, email r.hallett@leeds.ac.uk.

Closing Date: 21 October 2016

Interviews are expected to be held on 17/18 November 2016
Ref: LITEI1004

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Director of LITEI
Reports to: Director of LITEI

Main duties and responsibilities

- Teaching Enhancement Project leaders will be expected to:
- Fulfil and disseminate an enhancement project as outlined in their application
- Produce student education enhancements that complement the vision and priorities of the Institute
- Design their project so that it contributes to the delivery and / or enhancement of the Leeds Curriculum
- Publish / disseminate project outputs within and beyond the University of Leeds
- Contribute to the research and community of the Institute, by offering workshops and conference papers / presentations
- Help foster a dynamic community of debate, interaction and collaboration at the Institute
- Act as LITEI ambassadors at Learning and Teaching and Pedagogy conferences
- Contribute to the Institute’s publications and to its digital showcase and communications, offering an online profile, project updates and case-studies and contributions to online blogs and news where relevant
- Apply to present project developments, findings and innovations at the University of Leeds Student Education Conference
- Any other duties as may reasonably be required, consistent with the grade of the post
Further information about the Teaching Enhancement Projects

Project proposals should be guided by one or more of the ‘Teaching Enhancement themes’ outlined as priorities by the Institute. We have divided these into ‘strategic’ themes (which directly support Leeds Curriculum priorities and respond to current HE issues) and ‘open’ themes which leave room for other forms of student education enhancement you are committed to. TEP proposals should also explain clearly how University of Leeds students will be involved in the project research, development and outputs.

a) Strategic Themes:
   1. Students as partners in research and curriculum design
   2. The Civic Curriculum: engaging student scholarship with external audiences
   3. Evaluating the impact of Digital developments on student learning
   4. Designing credit-bearing online and distance learning
   5. Locating ‘enterprise’ and ‘entrepreneurship’ within academic disciplines
   6. Designing enhancement using the HEA frameWORKS
   7. Narrating and evaluating ‘teaching enhancement’ for TEF

b) Open Themes
   1. Global citizenship
   2. Identity
   3. Risk / Disruption
   4. Reflection
   5. Storytelling
   6. Learning Spaces

Joint TEP Leader Applications

Whilst we anticipate the majority of applications will be made on an individual basis for a 0.2 FTE secondment, we offer the scope for joint secondments with an academic or professional service colleague (eg two project leads at 0.1 FTE each) to enable a co-delivered project.

Such applications would need to justify the need for a co-delivered project and describe the collaborative dimension of the project.
Person Specification

Essential

Experience:
- a minimum of 3 years’ experience in a HE teaching or teaching leadership capacity
- experience of teaching scholarship, with involvement in and awareness of, relevant pedagogy and scholarship agendas
- experience of developing innovations or change in learning and teaching at Module / Programme / School / Faculty level
- demonstrable experience of working in partnership with staff and students to enhance the student experience
- experience of reviewing and reflecting on student education provision

Skills/Knowledge:
- excellent planning, organisational, communication and interpersonal skills
- knowledge of methods of evaluating and reflecting on student education
- the ability and willingness to demonstrate initiative and to take responsibility
- developed awareness of the Leeds Curriculum and of the current strategic priorities of student education at the University of Leeds

Personal characteristics:
- a sustained interest in teaching innovation and scholarship
- a commitment to improving student education at the University of Leeds
- an organised and methodical approach to project development and dissemination
- a flexible approach and a willingness to balance commitments and duties

Desirable

Experience:
- Involvement in student education projects in Higher Education at School or Service level (eg the Leeds Curriculum, HEA, JISC)
- involvement in Faculty/School Student Education Committees or University student education working groups
- experience of fulfilling and reporting on an educational enhancement or teaching innovation project
- evidence of disseminating outputs related to teaching innovation / scholarship
Knowledge

- Knowledge of teaching scholarship / pedagogy
- Understanding of and networking with cross-institutional bodies dedicated to teaching innovation and pedagogy

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - http://jobs.leeds.ac.uk - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.
Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

University of Leeds Teaching and Research Award (ULTRA)

The Senate of the University has agreed that all newly appointed early career academic staff with a contract of 50% of full time equivalent and above will be required to complete the relevant pathway of the University of Leeds Teaching and Research Award (ULTRA) unless they meet specified exemption criteria. Whether or not this applies to you will be decided as part of the appointment process.

Further details of the ULTRA are available at http://www.sddu.leeds.ac.uk/sddu-ultra.html

Academic staff with contracts of less than 50% of full time equivalent may take the appropriate pathway of ULTRA that relates to your role. This will be decided by the School in conjunction with SDDU.

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in Beech Grove Terrace. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.
Application process

Candidates are encouraged to have a conversation with their HoS/Faculty Dean prior to submitting an application, as these Fellowships are being offered on a secondment basis.

Candidates should complete an application form and upload their project proposal under the two headings:

Project Objectives and Outputs (500 words)

Student Involvement / Consultation (200 words)